DLA ADMINISTRATIVE SUPPORT CENTER

POSITION: Computer Specialist, GS-334-11   **ANNOUNCEMENT:** 386-97SK

LOCATION: Defense Contract Management   **OPENING DATE:** October 15, 1997

District International (DCMDI)   **CLOSING DATE:** October 30, 1997

Duty Station: Wiesbaden, Germany

AREA OF CONSIDERATION: Appointable Employees of Defense Logistics Agency

DUTIES: The incumbent serves as a Computer Specialist at DCMC Southern Europe in the area of Local Area Network administration, System Software development, Information Systems, Microcomputer/End-User trouble shooting. Functions as a technical expert on in-house developed systems and End-User software and DCMDI standard software and hardware. Performs work involved in the installation, maintenance, and updates to end user software. Responsible for development and modifications to in-house developed system software, and knowledge of one or more operating systems that support a variety of the installations's integrated hardware; e.g., LANs, e-mail systems, communications front-end processors, and microcomputers. Coordinates, shares knowledge, and resolves hardware/software conflicts with personnel from contractor, DCMC Southern Europe, DCMDI, vendors, and other government agencies.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience at least equivalent to the GS-9 level. Specialized experience is experience which demonstrates accomplishment of computer projects assignments and techniques pertinent to the above position. This knowledge is generally demonstrated by assignments where the applicant has analyzed a number of alternative approaches in the process of advising management concerning major aspects of ADP system design, such as what system interrelations must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project. Applicants must have served one year in grade GS-9 to meet OPM time-in-grade requirements.

EVALUATION METHODS:

	MAXIMUM POINT VALUE
1. **Quality of Experience**	65
2. **Performance Appraisal**	15
3. **Education, Training and Self Development**	15
4. **Awards**	5
	100

METHOD OF RANKING: Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

OTHER:

1. This position may be filled through means other than the competitive promotion process. This may include reassignments to repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.

2. Time in grade and qualification requirements must be met by the closing date of this announcement.

3. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.

4. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.

5. This position is designated noncritical sensitive as defined in DOD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.

6. Applications will be accepted from disabled veterans who are in receipt of compensation at the rate of 30% or more.

7. TDY is required.

8. If you are a status candidate, meet the qualification requirements, and are eligible for a Veteran's Readjustment Act appointment, your application will be considered under merit promotion procedures and referred noncompetitively for a Veteran's Readjustment Act appointment.

9. The tour length for this overseas location is 3 years. Extension(s) up to a maximum of 5 years is possible, however, extensions are not guaranteed and no promise of an extension is implied.

10. Tax free living quarters allowance (LQA) is provided for the annual cost of suitable, adequate housing for the employee and his/her family. The LQA is payable to eligible civilian employees when governing owned or rented quarters are not provided without charge

at the employee's permanent duty station in a foreign area.

11. Post Allowance (PA) is authorized. PA is a tax free cost-of-living allowance (similar to locality pay) that reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living, other than quarters, is much higher than in Washington, D.C.

12. Post Differential (PD) is authorized. PD provides added compensation to eligible employees stationed where environment, physical security, and living conditions are substantially different from those in the continental United States. PD is taxable.

13. Concurrent transportation of dependents is authorized.

14. Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.

15. Shipment of household goods (HHGs) to the overseas area is authorized. (NTS and HHGs shipment combined can not exceed 18,000 pounds).

16. One privately owned vehicle may be shipped at government expense.

17. Salary advance of 3 months is authorized. Advances may be made during the period of 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.

18. Home leave is accrued at the rate of 5 days per year. Home leave may only be granted after completion of 24 months continuous service abroad. Carryover of 360 hours of annual leave is authorized.

19. Return rights within DLA are mandatory.

20. Real estate expenses will not be authorized.

21. An overseas sponsor will be appointed at the time of selection to provide more specific information.

22. Overseas allowances are subject to change without notice. Additional information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II. Upon selection of this position, specific allowance rates will be provided.

23. If this position is filled by a military spouse residing in the commuting area, the military spouse will be given a time limited appointment.

24. If selected for this position, pay retention, as defined in DLAR 1416.8, will be offered to successful applicants whose pay would otherwise be reduced.

25. Applicants residing in the overseas area may be given temporary or term appointments.

HOW TO APPLY: Applicants may choose any of the following written application formats:

(1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.

(2) SF 171, Application for Federal Employment.

(3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with the following documents and forms:

a. The attached Merit Promotion Questionnaire. <u>APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.</u>

b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). <u>FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING.</u>

Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.

c. A list of all awards received within the past 10 years, including the dates of the awards.

d. Copy of recent SF-50-B, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

WHERE TO APPLY: ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.

For further information regarding this vacancy, call (703) 767-7320 or DSN 427-7320. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITIES.

Merit Promotion Questionnaire

Position: Computer Specialist, GS-334-11
Location: Wiesbaden, Germany   JOA#

Applicant
Name:_____
SSN: _____   **Office Phone**:
_____

Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible.

How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Please mark your answers clearly.   You cannot submit any information after the JOA closes.

Answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Unless otherwise instructed, circle every answer which applies. After each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application has identifying letters for experience sections. For example, if you got your experience in your current job and in your most recent job, you would enter A-B in the "Where on Application" column. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Business Administration/Management, Economics, Finance, Marketing, System Management

Level of Education	Major (points)		
8 Semester/12 Quarter Hours	____ Any Major (0)		
16 Semester/24 Quarter Hours	____ Any Major (0)		
1 Academic Year	____ Any Major (1)		
2 Academic Years	____ Related Major (5)	____ Other Major (2)	____ Any Major (0)
3 Academic Years	____ Related Major (7)	____ Other Major (3)	____ Any Major (0)
Bachelor's Degree	____ Related Major (12)	____ Other Major (5)	____ Any Major (0)
1 Graduate Academic Year	____ Related Major (13)	____ Other Major (6)	____ Any Major (0)
Master's Degree or Higher	____ Related Major (15)	_ ___ Other Major (8)	____ Any Major (0)

Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

___ ___ ___ ___ ___ Value Engineering   ___ ___ ___ ___ ___ Meritorious or Superior Civilian Service
___ ___ ___ ___ ___ EEO Award   ___ ___ ___ ___ ___ Commendable Service Certificate
___ ___ ___ ___ ___ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)

Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes**. *Related* job series are: GS-201, GS-301, GS-343, GS-560, GS-334

Rating Level	Related	Unrelated
Exceptional (Level 5)	___ ___ ___ 5 points each	___ ___ ___ 3 points each
Highly Successful (Level 4)	___ ___ ___ 4 points each	___ ___ ___ 2 points each
Fully Successful (Level 3)	___ ___ ___ 3 points each	___ ___ ___ 1 points each
Below Fully Successful (Level 1 or 2)	___ ___ ___ 0 points each	___ ___ ___ 0 points each

Ranking Questions	Where on Application
Computer Specialist, GS-334-11	

Up to 65 points are awarded for experience. Please circle your "Yes" or "No" response to each question. Uncircled questions will be considered as "No" responses.

1. Do you have experience working in Windows 95 or Windows NT workstation?
A. Yes   B. No

2. Do you have experience supporting Windows 95 or Windows NT on a network?
A. Yes   B. No

3. Do you have experience working with Windows NT Advanced Server?
A. Yes   B. No

4. Do you have experience working in Novell NetWare 4.x?
A. Yes   B. No

5. Do you have experience working with VT-xxx or 3270 emulators?
A. Yes   B. No

6. Do you have experience working with TCP routing and wide area networks?
A. Yes   B. No

7. Are you proficient in training users in utilizing the capabilities or word processors, spreadsheets, graphics and databases?
A. Yes   B. No

8. Have you worked with vendor support staff and computer personnel outside of your office?
A. Yes   B. No

9. Do you have systems administrator experience with Novell or NT local area networks?
A. Yes   B. No

10. Do you have systems administrator experience with Unix server systems?
A. Yes   B. No

11. Do you have experience administering mail systems (cc:mail or MS Exchange)?
A. Yes   B. No

Ranking Questions	Where on Application
Computer Specialist, GS-334-11	
12. Have you repaired computer equipment? A. Yes B. No	
13. Have you installed software on PCs? A. Yes B. No	
14. Have you installed software on Local Area Networks? A. Yes B. No	
15. Have you worked with PC-based anti-virus products? A. Yes B. No	
16. Have you worked with LAN-based anti-virus products? A. Yes B. No	
17. Have you worked with MS Office or MS Office 95/97? A. Yes B. No	
18. Have you ever been responsible for the security of a Local Area Network? A. Yes B. No	
19. Have you ever designed and maintained a Web site? A. Yes B. No	
20. Do you have experience troubleshooting and resolving end-user software and hardware problems? A. Yes B. No	

Certification

I hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action up to and including removal.

Signature   **Date:**